



# Safety and Environment Protection Instructions

for External Companies

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## **Safety and Environment Protection Instructions** for External Companies

Applies to / Manufacturers:

**Miba Gleitlager GmbH**, A-4663 Laakirchen  
Dr.-Mitterbauerstr. 3, Tel.: +43 7613 2541

**Miba Sinter Austria GmbH**, A-4655 Vorchdorf  
Dr.-Mitterbauerstr. 1, Tel.: +43 7614 6541

**Miba Frictec GmbH**, A-4661 Roitham  
Peter-Mitterbauer-Str. 1, Tel.: +43 7613 9020

**High Tech Coatings GmbH**, A-4655 Vorchdorf  
Dr.-Mitterbauerstr. 3, Tel.: +43 7614 6541

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## General information

People whose employment takes them to unfamiliar premises are always exposed to greater hazards and they also constitute a risk factor themselves. Varying local circumstances and a diversity of unknown dangers call for uniform regulation and preventive safety guidelines. Before you take up your assignment in our factory, please make sure you know the rules that apply to your particular area of work.

These instructions constitute the basis of all types of employment and external service provision at Miba, and form part of the assignment. All persons employed by external companies must read these instructions attentively and comply with them at all times. Their superior in the company that employs them is responsible for making sure that all the people subordinate to him or her have understood these instructions and are capable of complying with them. If you in turn engage subcontractors, you must also inform them of these requirements and place them under an obligation to comply with these safety guidelines.

**Liability insurance:** You must take out liability insurance to cover any claims resulting from injury, damage or breakdowns, and furnish proof of this if required.

### Access to the factory / leaving the premises

It is generally not permitted to enter company premises unaccompanied. Admittance is granted only on production of a valid visitor's permit. A visitor's permit is valid only for the period and for the person specified on the pass. The pass must be worn in such a way as to be visible at all times. Driving into and parking external vehicles in the factory premises is permitted only by agreement with the Miba project manager. The Miba project manager must always be informed in the event that external staff need to work outside the hours for which the gate is manned. He or she will coordinate your leaving the premises. Exceptional provision may be made by special agreement for employees of companies who directly or indirectly (as subcontractors) have a contract with Miba and, for a limited period, frequently need to drive in and out (visitor's permit).



### Consultation

Before beginning work on our premises, contractors must call a meeting with the Miba project manager at the place of work for a work and safety consultation. Any possible hazards resulting from simultaneous upstream or downstream work carried out by a number of individuals must be reported to the Miba project manager in compliance with the Austrian Health and Safety at Work regulations (AschG section 8). Any expected emissions, such as noisy or dusty activities, or the use of any hazardous materials, must be reported to the Miba project manager prior to the commencement of work.

## **Orderliness and cleanliness at the workplace**

You are generally responsible for orderliness and cleanliness at your assigned workplace. This primarily applies to the storage of tools, proper sorting of waste materials, and the handling and storage of materials and consumables. If your actions or omissions generate additional work for Miba (cleaning, sorting of waste, etc.) this will be invoiced to the relevant contractor.

## **Work approval**

You should obtain written approval from the Miba project manager before commencing any of the following tasks:

- Work on dangerous systems or components (potentially explosive areas, work near to gas pipes, within fire breaks,...)
- Work inside containers, pits, or hazardous rooms
- Tasks that involve a fire hazard, such as welding, cutting, soldering, grinding with right-angled grinders, hot flames, etc.

Before trench working (gas pipes, electricity lines,...) you should obtain at least verbal agreement from the Miba project manager.

## **Equipment: machines, devices, and vehicles**

- All equipment and vehicles used must comply with statutory requirements and be checked when required.
- Equipment and vehicles may be used only in accordance with their intended purpose.
- Equipment and materials must be stored and positioned in such a way that no employees are endangered.
- Only adequately protected machines, devices, and vehicles may be used in or brought into potentially explosive environments.
- All electrical connections on building sites must go via power distributors equipped with RCDs.
- When ceasing work, all machines, devices, and vehicles must be switched off and secured to prevent unauthorized use.
- Forklifts, forklifts with elevated cages, cherry pickers, and cranes may be used only by persons who have received appropriate instruction and been granted permission, and can produce authorization from their own employer (in compliance with section 33 AM VO).
- Pedestrian-controlled forklifts may be used only by persons who have received appropriate instruction.
- Aerial work platforms: Appropriate measures must be taken to ensure that nobody is working underneath an aerial work platform (cherry picker, ...).
- All work safety regulations must be complied with. If any contractor violates this requirement in spite of being reminded, Miba reserves the right to order the cessation of the work and to claim for all resulting costs.
- All prohibitions, instructions, hazard warnings, fire safety notices, and emergency signs on the premises must be observed and complied with (e.g., Authorized Personnel Only, ...). If any signs are unfamiliar, you should clarify their significance with the Miba project manager in advance.

## Materials

- Materials that are to be used by the external staff must be agreed with the Miba project manager beforehand.
- Whenever hazardous materials are used, an up-to-date safety data sheet must be held available at the site.
- Disposal of work materials is generally not permitted. In the event that such disposal becomes necessary, the Miba project manager must be informed.
- Under no circumstances may the materials you use come into contact with our products.

## Violation of the safety regulations

- Anybody who violates any of the regulations in these instructions must expect to have their visitor's permit withdrawn and be banned from the premises.
- The contractor's employer will immediately be informed of any such violation.
- The contractor is liable for any harm resulting from such violations.

## Environmental protection

- Waste disposal is generally not permitted. In the event that the disposal is necessary, it must be agreed with the Miba project manager.
- Activities that give rise to noise emissions should be avoided. Where such activities are necessary, they must be agreed in advance with the Miba project manager.
- Any environmentally hazardous events must be agreed in advance with the Miba project manager.
- The discharge of effluents into the sewer system is generally prohibited. In the event that such discharge is necessary, it must be agreed in advance with the Miba project manager.

# Fire prevention

## Approval of activities that represent a fire risk

- Activities that represent a fire risk may be carried out only subject to approval and with a permit.
- Appropriate fire prevention measures must be specified.
- Before commencing work, you must fill out the approval permit together with the Miba project manager and the fire prevention manager or fire prevention officer.
- The Miba project manager must be informed when the work is completed.

## Reporting of emissions and immissions

- The Miba project manager or the fire prevention manager must be informed before commencing any work that is liable to emit dust or smoke.

## Accessibility of fire protection installations

such as

- Fire extinguishers
- Pushbutton alarms
- Fume extraction switches
- Fire doors



Fire extinguishers



Pushbutton alarms

**Under no circumstances may escape routes be obstructed, not even for a short time**



## No smoking

Smoking is forbidden everywhere except within designated smoking zones.



Smoking, fire, and naked lights prohibited



No smoking



Smoking zone

## Fire service access points

Factory roads and fire service access roads must be kept free at all times (see labeling). The same applies to fire hydrants, foam inlets, roof access doors, and rising water mains.

## Reporting fires

If a fire breaks out while you are working, immediately press the nearest alarm button (see labeling) to inform the appropriate reception desk for your location.

- Miba Gleitlager GmbH, Laakirchen: T +43 7613 2541-**2110**
- Miba Sinter Austria GmbH, Vorchdorf: T +43 7614 6541-**312**
- Miba Frictec GmbH, Roitham: T +43 7613 9020-**4400**
- High Tech Coatings GmbH, Vorchdorf: T +43 7614 6541-**8602**



If the fire endangers neighboring areas, you should warn the affected persons.

If possible without endangering yourself, take measures to extinguish the fire. Before you begin working at any location, find out where the nearest initial-response extinguishing equipment is kept and how to use it.

## Especially hazardous areas

- Before beginning work on hazardous installations or components, you must obtain written permission (Proof of Instruction) from the project manager and the fire prevention manager.
- People with pacemakers should remain at a safe distance from equipment that is capable of generating electromagnetic fields (warning notices are posted).



### The following installations and components are classed as hazardous:

- General:**
- safety areas for gas tanks
  - stores of oil and hazardous materials
  - all extractor systems
  - all gas pipes
  - battery charging stations
  - potentially explosive areas

### Especially:

- **Miba Gleitlager GmbH:** electroplating
- **Miba Sinter Austria GmbH:** pressing foundation pits, area of the sizing presses
- **Miba Frictec GmbH:** pressing foundation pits
- **High Tech Coatings GmbH:** electroplating, polymers

# Occupational safety

## Personal protective equipment

- The protective equipment prescribed by statute must be used and must be provided by the contractor.
- Safety shoes must be worn throughout the works premises – ask your responsible project manager.
- Safety goggles must be worn throughout the works premises – ask your responsible project manager.
- Damaged protective equipment must be replaced immediately.
- Pay attention to the pictograms as they indicate which protective equipment you should be wearing.

### Examples:



**Wear safety shoes**



**Wear protective goggles**



**Wear ear protection**

## Scaffolding, ladders, and hoists

- The contractor is responsible for the proper erection and removal of this equipment.
- Everybody who makes use of the scaffolding (ladder, hoist) is responsible for using it properly and not damaging it.
- When equipment is erected on or near to a roadway, the location must be secured and must be clarified in advance with the Miba project manager.

## Traffic, roadways

- Austrian road traffic regulations (StVo) apply on company premises. All specified speed restrictions must be complied with. Your entry permit may be withdrawn for excessive speeding or repeated violations.
- Forklift trucks are used all over the company premises. Take particular care at gates and on blind corners.
- Factory roads and fire service access roads must be kept free at all times.
- Drivers are not permitted to leave their engine running.



## Accidents, near misses, and dangerous occurrences

- Every such event must be reported to the Miba project manager without delay.

## Eating and drinking

- In compliance with the Austrian industrial safety laws (AschG), eating and drinking is permitted only in the rooms provided for that purpose.



## Product safety

- Always avoid creating dust. When you have to carry out tasks in which this cannot be avoided, you should reach agreement with the Miba project manager regarding appropriate measures to protect the company's products.
- In view of the sensitivity of our products, avoid bringing any water or moisture into the production buildings.
- Under no circumstances may products be touched or taken away.

## Factory security

- Vehicles may park only in designated parking lots.
- Vehicles may enter the factory grounds only when they have been announced.
- You must undertake to allow your vehicle to be checked at any time.
- To protect the property of the company and its staff, checks may be carried out which may include examination of the personal property you carry along.
- It is strictly forbidden to reveal any information about products or production facilities to third parties. It is forbidden to take photographs, make films, or other recordings.
- Without the permission of the Miba project manager, no files, products, drawings, documents, etc., may be removed from the premises, duplicated, or made available to unauthorized persons.
- It is forbidden to enter any parts of the factory premises outside your designated area of work.



## Miscellaneous

- Alcohol consumption is forbidden throughout the company premises.
- The contractor expressly agrees that, if Miba is sued for damages because of a violation of this Agreement, it undertakes to hold Miba harmless from all claims.
- In a hazard situation, use the marked escape routes, go immediately to the assembly point, and report to the project manager.
- All these regulations apply equally to your agents (subcontractors). The contractor is obliged to inform such agents of these regulations. The current version of this document may be downloaded from the internet at [www.miba.com](http://www.miba.com) (under the heading Sites & Structure – choose the relevant location).



# Corporate Policy on Quality, the Environment and Occupational Safety/Health Protection



The Miba Group is an innovative development partner and supplier of the international automotive and engine industry. The top priority of our activities is the long-term existence and ongoing growth of our company. The high quality of our achievements for our customers and a high level of long-term customer satisfaction are the fundamental factors in achieving this goal. Parallel to the necessary business success, we strive towards sustainable, positive corporate development. This encompasses compliance with relevant legal and regulatory requirements and the UN Global Compact principles, fulfillment of social responsibilities and continuous improvements with respect to quality, the environment and occupational safety/health protection, while using optimally suitable technology and providing necessary resources. In our concerted efforts to live up to our leadership responsibilities and to translate our concerns about quality, the environment and safety into reality, we have an integrated management system that is built on and developed through consistent implementation of Business Excellence and the Zero-Defect Principle, including the following principles:

## To us quality means ...

- ... consistently ensuring the quality of our products before production begins
- ... consistently avoiding mistakes and eliminating the causes of mistakes
- ... implementing a process-oriented way of thinking
- ... continuous optimization of all processes with the goal of using only sound processes
- ... involving and developing our suppliers regarding our philosophy of quality
- ... obtaining assessments/feedback from our customers
- ... reducing costs and increasing productivity
- ... strengthening of our international competitive position
- ... that each employee contributes to reaching and maintaining our quality standards by taking personal responsibility

## To us environmental protection means ...

- ... continuous reduction of environmental pollution through elimination or reduction of emissions and waste
- ... the best possible use of resources, especially energy, raw materials and water, as well as continuous improvement of energy efficiency
- ... integration of environmental and energy-related aspects into the planning and development of new products and processes
- ... carrying out ongoing measures to save energy and identifying relevant data
- ... avoiding environmental accidents by taking preventative action
- ... open communication with public authorities, customers and the general public

## To us occupational safety/health protection means ...

- ... preventing damage to health by means of preventative measures
- ... reducing workplace accidents
- ... the use of safe machines, equipment and materials
- ... maintaining and boosting the productivity of our employees
- ... ergonomic design of workplaces
- ... elimination of the sources of danger and risks
- ... promotion of safety-conscious behavior on the part of employees, visitors and outside companies
- ... cautiousness, orderliness and cleanliness at the workplace

The Management Board of Miba AG declares that this corporate policy and the principles associated with it are binding for all company processes, all organizational units and all employees. Every employee contributes to the fulfillment of these principles. We achieve and enhance the identification, motivation and skills necessary for this through the dissemination of information and target-oriented education and training. Regular monitoring and assessments of the status quo and progress by the Management Board of Miba AG ensure a high level of effectiveness.

[www.miba.com](http://www.miba.com)